

25X1

Office of Logistics

Staff Meeting

n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 1 July 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

6 July 1987

1. The Office of Logistics welcomes the following new employees:

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-Real Estate & Construction Division
-Real Estate & Construction Division

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3. The Director of Logistics is pleased to announce the following SIS promotions of OL senior managers, effective 5 July:

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to SIS-01 - Deputy Chief, Facilities
Management Division
to SIS-02 - Chief, Headquarters
Consolidation Staff/FMD

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to SIS-02 - Chief, Support Staff
to SIS-02 - Chief,

to SIS-02 - Chief, Supply Division

These officers will be formally presented with their well-earned promotions at a ceremony in the Headquarters auditorium--time and date to be announced.

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S E C R E T

OL Staff Notes - 1 July 1987

25X1 We are also pleased to announce that [redacted]
25X1 and [redacted] received competitive SIS step
25X1 increases. Congratulations to all!!!! [redacted]

4. Mr. Robert T. Vickers, Jr., National Intelligence Officer for Latin America, will address the Agency on "Nicaragua: Intelligence Issues and Policy." Sessions will be held in three forums and will take place on:

	<u>Date</u>	<u>Time</u>	<u>Location</u>
25X1	14 July	1330-1430 hours	NPIC Auditorium
	22 July	1300-1400 hours	[redacted]
	5 August	1330-1430 hours	1A07 Headquarters

25X1 5. The New Building Project Office, on 22 June, completed a lighting survey of the alcove in the fourth floor main entrance of the New Headquarters Building which will house the bas-relief of former Director Casey. The results were sent to the sculptor, Harold Vogel, so that he might determine the impact on his sculpture. [redacted]

25X1 6. On 26 June, the receptionist area at Headquarters was moved from the main lobby to the polygraph area. The Visitor Control Center is in partial operation and anticipated to be fully operational in the next several weeks. [redacted]

25X1 7. The Bid Package 4 contractor completed, on 25 June, paving the roadway inside the Headquarters compound near the George Washington Memorial Parkway entrance. On 26 June, the roadway was striped and on 27 June, signage was installed along the roadway. [redacted]

25X1 8. The Bid Package 4 contractor also began working to correct a drainage problem in the roadway between the main entrance to the Headquarters building and the quadrangle area. Initially, the contractor removed a three-foot wide section of asphalt pavement across the roadway in front of the main entrance. Additional pavement will be removed during the week of 6 July, when the necessary machinery becomes available. [redacted]

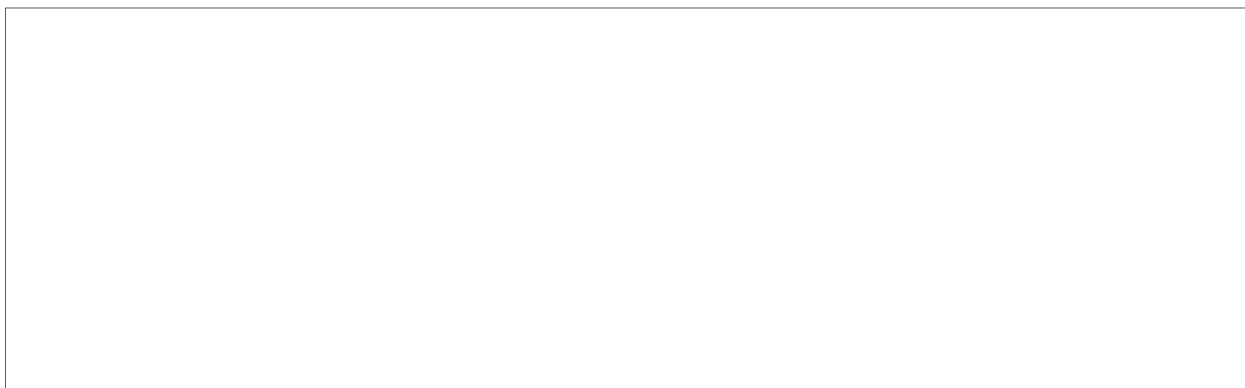
25X1 9. The Printing and Photography Division is in the process of producing a packet of information for the Human Resources Compensation Task Force. All of the information will be completely printed and disseminated by 7 July. [redacted]

25X1 10. On 19 June, the Shirley Contracting Corporation began clearing and preparing an area between Route 193 and the Evermay Community for the installation of a precast concrete wall. [redacted]

S E C R E T

OL Staff Notes - 1 July 1987

25X1 11. Chilled water was introduced to the first-floor
25X1 computer center in the New Headquarters Building (NHB) on
29 June. OL has coordinated a program with the General
Services Administration, and the Bid Package 2 contractors for
the start-up of 28 air handlers in the NHB. This program
prioritizes those serving the computer areas and North Tower.
Water flows to the Original Headquarters Building will be
monitored closely. []



25X1 13. Building Services Branch, FMD, is in the process of
25X1 moving OD&E components [] They will also
25X1 begin the move of FBIS into [] during this
month. []

25X1 14. Effective 6 July, regular shuttle service will be
25X1 provided between Headquarters, []
25X1 [] The initial service will consist of three
runs per day, beginning at 0900 hours and ending at 1630
hours. An OL Bulletin is being prepared to address this
service. []



Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest from RECD

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ATTACHMENT A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

[REDACTED]

Printing and Photography Division (P&PD) was recognized in a memorandum, dated 11 June 1987, from [REDACTED] Chief, Polygraph Division, OS, for the excellent support provided, ranging from design and printing work for the manuals, manual inserts and certificates, to copying large volumes of materials for the manuals used for the Federal Interagency Polygraph Seminar in June. [REDACTED] stated that the quality of the work performed by P&PD enabled the Polygraph Division to depict the high professional standards of the Agency. [REDACTED]

[REDACTED] of the Motor Pool, Facilities Management Division, were acknowledged in a letter of appreciation, dated 24 June 1987, from [REDACTED] Chief, Polygraph Division, OS, for the outstanding support provided during the Federal Interagency Polygraph Seminar in June. [REDACTED] stated that the drivers were at the pick-up/departure points as promised, often outside of normal duty hours, reflecting a positive can do attitude on OL. [REDACTED]

[REDACTED] of Facilities Management Division was commended in a letter of appreciation, dated 29 June 1987, from [REDACTED] Director, Current Production and Analytic Support (CPAS), for the outstanding performance in support given to CPAS during a renovation project. This project was completed ahead of schedule, within budget, and accomplished with minimal disruption to the office. [REDACTED]

[REDACTED]

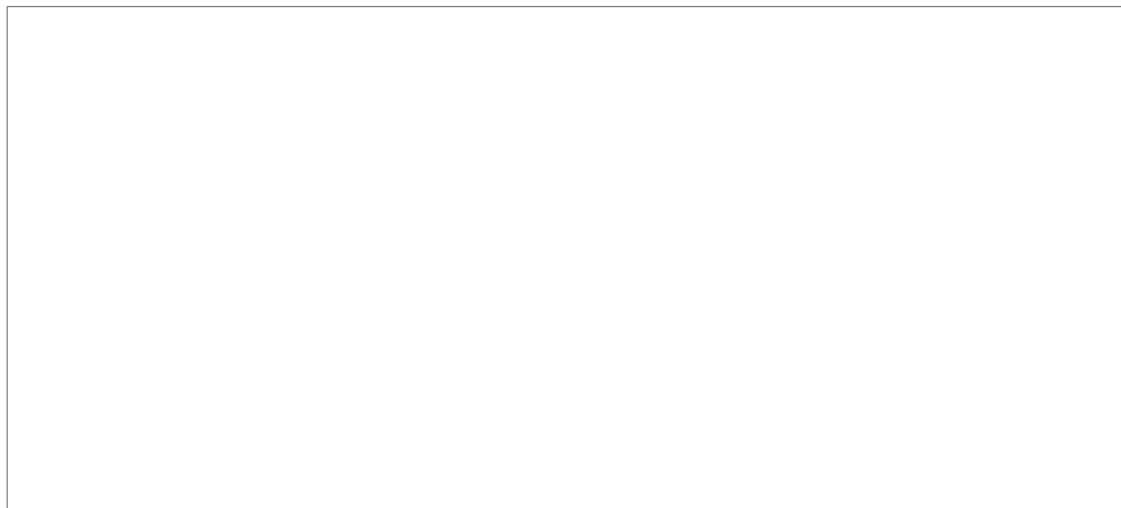
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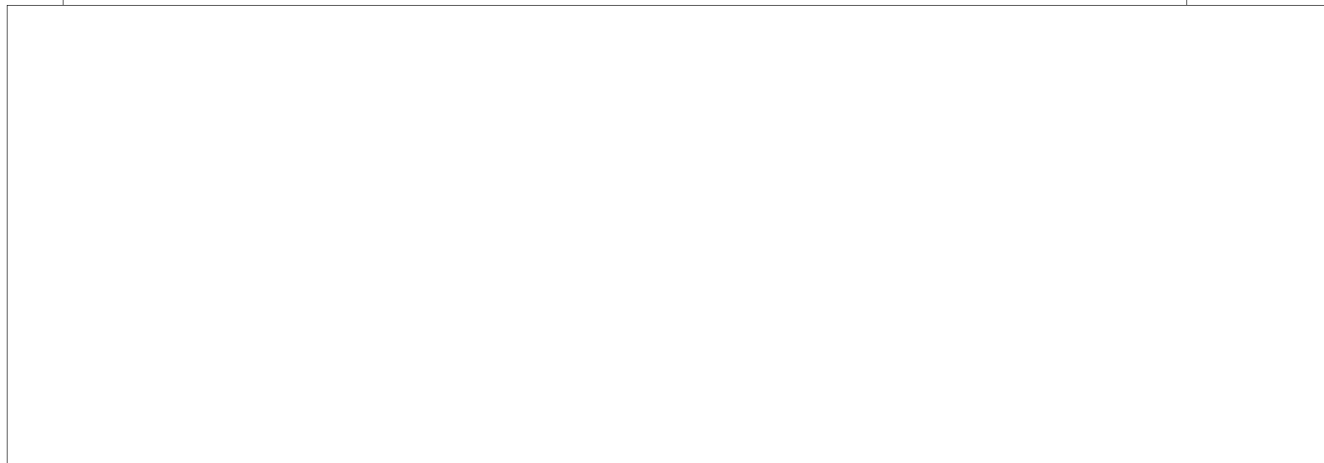


The following individuals from the Printing and Photography Division were recognized in a letter of appreciation, dated 29 June 1987, from Hugh E. Price, Director of Personnel, for their outstanding service in providing vu-graphs for the retirement education program. Mr. Price stated that many of the vu-graphs were needed on very short notice and despite many other requirements, these individuals responded quickly with a very professional product:

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Item of Interest

Real Estate and Construction Division, OL

External Buildings Operations Branch, RECD

The External Buildings Operations Branch (EBOB) came into being in December of 1984 when the Real Estate and Construction Division assumed responsibility for all construction, repairs, alternations, modifications, upgradings, maintenance, and utilities operations in the Agency's Metropolitan Washington Area (MWA) external buildings. Until this time these responsibilities fell under the umbrella of the Headquarters Engineering Branch, Logistics Services Division (now the Facilities Maintenance Division (FMD)), OL.

The Agency, exclusive of the main Headquarters complex, occupies all or part of 26 external buildings in the MWA

are managed internally, as are several special operational facilities. The remaining 24 buildings--providing over one million square feet of usable office space--are maintained through EBOB's five project officers. These buildings include government-owned buildings, GSA-leased buildings, buildings acquired through direct lease using Agency authority, and

There is, accordingly, a myriad of concerns in getting repairs/renovations projects accomplished.

No job is too big or too small for EBOB! A large portion of EBOB's workload comes in the form of day-to-day requests. These requests might include the replacement of a light bulb, the best way to remove a bird in an air conditioning unit, a cry of "someone's in my parking space!", or "the snow removal crew didn't do the job." EBOB will be called if the elevator isn't working, the building temperature is too high--or too low, the building isn't being cleaned properly, etc. And then there are the memorandum requests (Form 2620s) tasking EBOB to provide vaulted areas, electrical or HVAC system upgrades, lock installations, Wang circuitry installations, asbestos removal, acoustical treatment in conference rooms--right on up to and including major renovations projects such as those recently completed. Most of these requests require at least one trip to the job location and often subsequent work ultimately leading to the letting and administration of a contract. During FY-86 EBOB administered contracts valued at \$2.5M (approximately 400 work requests) for renovations, repairs, and maintenance even though in March of 1986 there was a moratorium imposed on nonessential improvements in Agency buildings. EBOB continued during the

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moratorium period to fulfill requirements for electrical power, Wang hookups, and work relating to the security and safety of Agency personnel.

In 1986, Real Estate and Construction Division delegated authority to specific Logistics and Administrative officers to allow these officers to contract directly for minor repairs and alternations (excluding electrical) under \$1,000 in the external buildings. This was done to provide more responsive customer service for minor repairs and alternations and thereby enhance OL's performance as a service organization.

Responsibility for managing parking in the external buildings was transferred to EBOB from FMD in 1986. The EBOB Parking Coordinator is responsible for surveying all external building parking lots and seeing to it that a good balance of General, Reserved, Carpool, and Handicap parking exists and that these spaces are distributed fairly among components.

There is an EBOB project officer on duty 24 hours daily (via the bellboy system) in the event that an emergency should occur in one of our external buildings. For routine services, consult your Office of Logistics Yellow Pages for the specific service required and chances are you'll find yourself calling EBOB!